

REQUEST FOR QUOTES

RFQ 2020-IT-004



VoIP HOSTED PHONE SYSTEM

Notice Of Request for Quotes

The City of Douglas Procurement Department will be accepting Quotes until the 13th Day of July 2020 by 4:00 PM for the following:

VoIP HOSTED PHONE SYSTEM

Specifications are contained in this packet and may also be obtained at the office of the Procurement Specialist, 425 10th Street, Douglas, Arizona or our website <http://www.douglasaz.gov/Bids.aspx>. Quotes will be received until the above hour specified and will be opened by the Procurement Specialist. Please email all Quotes to City of Douglas, Procurement Specialist, Rene Rios, rene.rios@douglasaz.gov, referencing on the subject of the email RFQ# 2020-IT-004. The City reserves the right to reject any Quote, defer action on Quotes and to waive any informality thereof. Any late submissions will be returned to the sender.

Dated at Douglas, Arizona this July 2nd, 2020

Rene Rios
Procurement Specialist
City of Douglas

REQUEST FOR QUOTES RFQ 2020-IT-004
WIRELESS SERVICES, ACCESSORIES AND EQUIPMENT
Date of Issue: July 2, 2020. Responses Due: July 13, 2020

The City of Douglas is seeking a Voice Over Internet Protocol Hosted phone system for a City-wide implementation of 110 phones and 115 phone lines.

SCOPE OF WORK:

- Provide VoIP hosted phone solution with the following features:
 - Business Call (Plans Options as: Unlimited, minutes)
 - Call Handling (Hunting groups, Ques, Forwarding)
 - Auto Attendant
 - Team messages
 - Audio conferencing
 - Call management
 - Faxing
 - Call recording
 - Call groups
 - Integrations (MS Teams)
 - Cellphone App
- Provide handset options that include utilization of existing handsets as well as new devices. (Existing handsets: Cisco 7971, 7945 and 7937)
- Provide admin and end user training
- Provide work implementation schedule
- Provide monthly itemized costs for all features and services for the existing service lines and addresses provided in the attached document.
- Bidders also provide any promotional offers as part of this RFQ.

If you have questions about the scope of work, please contact Joel Camacho at 520-417-7706 or joel.camacho@douglasaz.gov

Vendor's Offer

It is **REQUIRED** that Bidder **COMPLETE, SIGN and SUBMIT** the original of this form to the City Procurement Office with the bid response offer. An unsigned "Vendor's Offer", late bid response and/or a materially incomplete response will be considered nonresponsive and rejected.

Bidder is to type or legibly write in ink all information required below.

Company Name: _____

Company Mailing Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Title: _____

Phone #: _____ FAX #: _____ E-mail: _____

Company Tax Information:

Arizona Transaction Privilege (Sales) Tax No.: _____ or

Federal I.D. No.: _____

THIS BID IS OFFERED BY

Name of Authorized Individual (Type or Print in Ink) _____

Title of Authorized Individual (Type of Print in Ink) _____

REQUIRED SIGNATURE OF AUTHORIZED OFFEROR (Must Sign in Ink)

By signing this offer, Bidder acknowledges acceptance of all terms and conditions contained herein and that prices offered were independently developed without consultation with any other bidder or potential bidder. In accordance with A.R.S. 35-393 et seq., the offeror hereby certifies that it does not have scrutinized business operations in Iran or Sudan. Failure to sign and return this form with bid response will be considered nonresponsive and rejected.

Signature of Authorized Offeror

Date